

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
SECRET			
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Arthur Lundahl	4/16	ac
2	JSH		
3	*AEM		
4			
5			
6			
<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks: <p>Attached is the announcement of the Civil Service League dinner for Larry Houston. Will you let [] know by telephone no later than <u>20 April</u> the names of those in your office who wish to attend. Check or cash should be sent to reach him no later than <u>22 April</u>. Make checks payable to []</p> <p>* Make this a Staff Mtg. item for 4/17. Thanks. ac</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[]			4/10/70
UNCLASSIFIED		CONFIDENTIAL	
SECRET			

CONFIDENTIAL

70-953/2

DD/S 70-1399

1 0 APR 1970

DDI-992-70

MEMORANDUM FOR: Executive Director-Comptroller
Deputy to the DCI for NIPE
Deputy Director for Intelligence ✓
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support
Legislative Counsel
Inspector General
Director of National Estimates

SUBJECT : 1970 National Civil Service League Career Service
Award Banquet

1. The National Civil Service League reception and banquet at which Larry Houston will be honored is scheduled for 8 May 1970. I believe that it is important again to have a large turnout from the Agency and I know that you will wish to be present with other members from your component.

2. I would appreciate your announcing the banquet at your senior staff meeting and encouraging maximum participation. I would also appreciate your designating a senior staff officer who can be the focal point for your Directorate or Office. [] will be in touch with your Office in this regard and he and his people will work with you concerning detailed arrangements. Basic information is attached for your information and use in advance of contact by Personnel.

25X1

R. E. Cushman, Jr.

R. E. Cushman, Jr.
Lieutenant General, USMC
Deputy Director

Att

cc: Assistant to the Director
Director of Personnel

CONFIDENTIAL

GROUP 1
Excluded from automatic
downgrading and
declassification

NATIONAL CIVIL SERVICE LEAGUE
CAREER SERVICE AWARDS

Agency Winner	Mr. Lawrence R. Houston
Presentation	Dinner -- Washington Hilton Hotel
Date and Time	8 May 1970 Cash Bar & Reception -- 6:30 p.m. Dinner -- 7:30 p.m.
Cost	Government Employees and their families -- \$15.00 per ticket. Non-Government attendees -- \$25.00 per ticket.
Dress	Semi-formal Men -- business suits Women -- cocktail dresses
Reservations	Reservations may be made for individual seating as well as tables for ten and should be submitted by 23 April 1970. The Office of Personnel will be the focal point with the Deputy Directors and Heads of Independent Offices each designating an individual to assist in their area.
Attendance	Desired quotas have not been established but a large turnout is certainly desired. We would like to match our 136 of 1969.